



NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY MOS:
Deputy Surface Maintenance
Manager, 90A

RANK/GRADE:
CPT/O3
(Minimum: CPT/O3)

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NATIONWIDE

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**NCARNG
SOLDIERS ONLY**

ANNOUNCEMENT #:
AGR-FTM 2013-14

UNIT, LOCATION, POC:

JFHQ-NC-LOG

POC: MAJ Webb, Daron T. (919) 664-6246

daron.t.webb@us.army.mil

OPENS:

30 November 2012

CLOSES:

28 December 2012

POSITION DESCRIPTION: Manages, directs, coordinates, and oversees the ARNG State Surface Maintenance program. Deals with human resources management policy matters affecting the entire organization, with personnel actions affecting key employees, or other staffing actions having significant impact. Delegates authority to subordinate supervisors and holds them responsible for the performance of their units. Plans and schedules work and production to be accomplished by subordinates, sets and adjust short-term priorities. Assigns work in consideration of employee skills and mission requirements. Makes and/or resolves decisions on work problems presented by subordinate supervisors. Develops performance standards. Evaluates subordinate supervisors' work performance and serves as reviewing official of subordinate supervisors' workers. Interviews candidates and recommends appointment, promotion, or reassignment to positions in the unit. Provides technical supervision for field and sustainment maintenance on surface equipment issued to the ARNG. Manages all aspects of the maintenance program, to include long and short-range planning, maintenance training and proficiency, human resources direction, budgeting, etc. Provides technical and administrative advice to the Director of Logistics (DOL), commanders, and various staff officers regarding the surface maintenance programs, fiscal matters, organizational planning, and staffing. Plans and establishes maintenance policies, programs, and procedures to assure effective support of DOD (Department of Defense) and training mission requirements. Establishes goals, objectives, and requirements for surface maintenance related funds. Ensures effective utilization and maintenance of equipment; and that projects are accomplished within established deadlines. Responsible for production and maintenance management analysis regarding the effective utilization of resources. Serves as the program manager for surface maintenance funds. Plans, develops, administers, and coordinates the surface maintenance program-operating budget in primary accounts (repair parts, contract maintenance, Active Duty Special Work (ADSW), maintenance man-days, and technician travel). Conducts staff conferences to outline priorities and collaborate on budget impacts caused by increased costs, changes in programs and facilities, mission/weapons system changes, and requirements for new facilities or facility remodeling, etc. Exercises significant responsibilities in dealing with, or advising higher ranked officials of other units or organizations. Assures the manpower requirements are met and coordinates through DOL to provide manpower requirement justification and other necessary information. Must be familiar with the General Funds Enterprise Business System (GFEBS) capabilities and functions. Be able to pull reports from GFEBS in order to manage the purchases requested. Ensure the proper personnel are trained and able to utilize the GFEBS system. Manage reports from Integrated Material Automation Program (IMAP) to ensure the correct parts are purchased and prioritize and fund requisitions in order to meet the priorities of the G4. Able to attend and complete the Program Managers Budget Course (RMIC) and implement better business practices based off of lessons learned. Performs other operations and training duties as required by position. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: Must have basic branch qualification or the ability to become qualified in **LG Branch/90A** within 18 months. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must have a SECRET security clearance. Must have sufficient remaining service obligation to complete initial three-year AGR tour. Must be able to complete a 3 year initial tour prior to completing 18 years of Active Federal service or the date of mandatory separation. Must be able to complete all military education requirements as determined by JFHQ-NC/NGB. Must meet other entrance requirements of AR 135-18. **Note: Most Soldiers previously involuntarily separated from active duty or reserve statuses are not eligible for entry/reentry on AGR duty.**

APPLICATION PROCEDURES: On-board NCARNG AGR soldiers must submit the following:

1. OTAGNC Form 690-101, AGR Mobility Application (**OCT 02**).
2. Official military photograph in Class A or ASU uniform.
3. Letter of recommendation from your Brigade AO.
4. Last two DA Form 705 (APFT) with DA 5500-R/5501-R if applicable.
5. Last three OER's.
6. Current **signed certified copy** of DA Form 2-1 or ORB.
7. AGR soldiers will not be reassigned during the first 18 months of their initial tour. Exceptions to the 18 month rule require prior approval of NGB-ARM.

NOTE: Packets **received without certification or signatures** will be considered incomplete.

Please pay special attention to highlighted areas

OTHER APPLICANTS: Submit NGB Form 34-1 (**20101105**), Application for Active Guard/Reserve Position, to the address at the end of this announcement. **Ensure Position Title and Announcement Numbers are entered in the first blocks below the Privacy Act statement.** **Include e-mail address at the top 1st page of NGB Form 34-1.** If you are deployed, submit a memo stating the followings: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address(es). The following documents **must** be enclosed (photocopies only – do not send originals): **NO BINDERS PLEASE.** **Applications received without requested documents, such as, NGB Form 34-1 not signed, or DA Form 2-1 not certified and signed will be considered incomplete.**

1. NGB Form 34-1 Application for Active Guard/Reserve (AGR) (**Application must be signed.**)
2. Official military photograph in Class A or ASU uniform.
3. Certified copy of DA Form 2-1 or ORB must be signed by the applicant.
4. Personnel Qualification Record (PQR) for National Guard applicants only
5. DA Form 705 (**Must have successfully completed an APFT within the last 12 months.**) (Soldiers who did not meet the height and weight IAW AR 600-9 must attach DA Form 5500-R/5501-R.)
6. Current military physical examination (DD Form 2808 & 2807-1 or PHA within 12 months) to include physical profiles (DA 3349) if applicable.
7. Medical Fitness Standards:
 - a. Soldiers must have a favorable Periodic Health Assessment (PHA) (IAW) AR 40-501, Chapter 3, conducted within 12 months prior to initial entry into the AGR program.
 - b. Must have **HIV** less than 24 **months** old at time of application (If it is older than 24 months you are required to have new test results prior to hire date.
 - c. Must have a favorable **Drug Screen** 30 days prior to initial entry into the AGR program.
 - d. **Pregnancy testing for female soldiers will be accomplished 15 days prior to initial entry.**
8. DA Form 7349-R, Annual Medical Certificate (**current within 30 days Part I only**).
9. Last three OERs.
10. Copy of **all** previous issued DD 214's or NGB 22's.
11. Any statement of Active Service such as:
 - a. NGB 23, NGB 23B RPAS (Retirement Points Accounting Statement) ARNG Applicants
 - b. DA Form 1506

IMPORTANT! PLEASE READ DISCLAIMER: You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered **"Not Qualified"** because of lack of information. The HRO is not responsible for incomplete packets; however, applicants with incomplete packets will be notified by **email only** within 30 days of closing date of announcement. Applications and associated documents will not be returned nor considered for future vacancy announcements. After recommendation is approved by the Adjutant General, the chairperson of the selection board will contact all applicants to notify them of recommendation or non-recommendation. This office will also confirm recommendation and non-recommendation by memorandum. Do not submit original documents. **YOU MUST BE AWARE OF THE CONTENT OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.**

SUBMIT APPLICATIONS TO: JFHQ-NC-HRO, 1636 Gold Star Road, Raleigh, NC 27607-3371. **Applications must be received in the HRO Office or emailed to hroagr@ng.army.mil no later than 1500 hours on the closing date of the announcement.**

NO ACTION will be taken on INCOMPLETE APPLICATIONS. Applications may not be mailed using government-supplied envelopes or postage. If not selected, only non-selected letters will be sent to applicants. Applications will not be returned.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOS's, some positions may have gender restrictions.